



SUMMER TIMES

A Newsletter for SFSP Sponsors in Indiana

August 2013

This email is to provide sponsors with updated and helpful information on the Summer Food Service Program in the State of Indiana.

Thank you to all of our 2013 sponsors! You have done a great job helping to feed hungry kids in your neighborhoods!

What to Retain for State Agency Review

Whether you are scheduled to be reviewed this year or are preparing your records for storage, here is a reminder of what SFSP records you should retain for a minimum of 3 years plus the current operating year:

- Site documentation- Site supervisor, site address, meal service and dates of operation
- Publicity release
- Sponsor/Site agreement forms (attachment 14)
- Documentation of training which includes training topics, attendees (printed name and signature) and dates of training (refer to attachment 15)
- Health department report
- Meal Count Sheets for each day in operation (attachment 18)

- Proof that meals are being counted properly and categorized correctly (i.e. second meals and adult meals)
- Count of how many meals were prepared and how many are left over for each day
- Inventory records and controls
- Delivery receipts (from food vendors)
- Payroll records (may use attachments 25, 26 for time logs)
- Administrative costs records (may use attachment 27)
- Purchase invoices
- Site visit records, including Racial/Ethnic forms for each site (as performed by site monitors) (including attachments 13, 21, 29,30)
- Menu records with amounts of each item served listed
- Bank statements (including statements from months the program is not in operation)
- Bid procedures or informal quotes of major food purchases
- USDA commodities records (if applicable)
- Food Service Management Company agreement (if applicable)
- Records from the previous 3 years of operation (If applicable)

SFSP Spotlights:

Greencastle Community School Corp- Linda Nelson, Director

Linda Nelson is a hardcore lunch lady. Into her 70's she has spent 40 years of her life feeding children in Greencastle and North Putnam areas. She spent 3 years as a kitchen manager and the past 37 years a director. She recalled when she got the kitchen manager job in 1974 that her husband replied, "You have got to be kidding! You don't even know how to cook. I give you 2 weeks." As Linda says, "It's been a long 2 weeks." When asked why she has stayed so long, she simply replied, "I have a passion to do it. Otherwise I would not have stuck around." And she says the same about her employees. Noting that kitchen staff do not get paid all that well, they must have a passion for feeding children or they would not stay in their jobs for so long. The lunch personnel are sometimes the only people students see every single day. At the beginning of each school year, she tells her staff they have about seven seconds to impact a student's day, "so why not smile?"

When asked how things have changed over the past 40 years, she chuckled and listed several differences. When she started in the kitchen, everything was made from scratch. They had turkey and noodles and cooked a whole turkey and made the noodles from scratch as well. All food came in whole and raw. They chopped and mixed and baked and fried. Her kitchen fed 150 children and had just two kitchen staff to cook and serve. (Something her current staff rolls their eyes at when she mentions.) She said there were no convenience foods or pre-made hamburger patties. Now, there is less work to be done, but more staff. She also recalled that when computers became mainstream, she didn't know what she was going to do with one. Now she cannot imagine operating without one. She recalled a much simpler time of less paperwork and reports, when she could keep her production records in a spiral notebook and there was less oversight by the state agency. Despite the differences operationally, the goal, she says, has remained the same for 40 years: to provide students with nutritious meals. She takes offense when she hears school lunches spoken about in a negative way. She knows that schools are providing nutritious meals that include fresh fruits and vegetables that some parents are not able to provide for their children.

I asked Linda about her school system's participation and growing success with SFSP. Linda says she is proud to have started the SFSP with Greencastle. They have been operating SFSP for 4 years, the first year they had just one site, and for the past 3 years have operated two. When asked why she thought it was doing so well she said, "There is more poverty and such a need." She credits this year's increased participation to an all school call that went to over 2,000 households. They had not done that in previous years. She also took fliers to two local food pantries that placed them in the bags of food that they gave away to families in need in addition to listing the SFSP information on the school website, May menus, local newspaper and handing out fliers to kids before summer break. These are all excellent ways to fulfill the outreach requirements of your SFSP.

This will be Linda's final year in school food service and she would recommend the job to anyone. She was a state officer for seven years and remembers that time fondly. She also is recognized around town by former students that she does not remember, but who know her by name. She said, "These have been a very worthwhile 40 years that I will always cherish."

Mobile Unit- MSD of Lawrence Township- Stephanie Tragesser, Director

The Metropolitan School District of Lawrence Township stepped out of their comfort zone and had great success this summer! Designing a mobile unit to meet the needs of children in their school district, food service director Stephanie Tragesser was amazed that they far exceeded their goals. Lawrence Township had limited success with their previous summer lunch programs because the

area is not a walk-able community, with busy streets that children could not cross to get to school sites. The mobile unit was designed to visit 3 locations, including two apartment complexes and one trailer home community per day to serve lunch.

Utilizing Offer vs. Serve, the children were offered an option of a hot sandwich or peanut butter and jelly along with sides. The food is driven in a van and kept in coolers to stay warm. They travel to each site and stay for about 30 minutes. Stephanie and her crew had an initial goal to reach 30 kids per site for a total of 90 kids each day. Once it was known when and where the van would be, the gang was serving an upwards total of 200 meals some days. They are so excited about their success, they plan to expand to another mobile unit next year! They will choose three more areas of need and drive another van around to those sites.

To get started Stephanie suggests planning, planning, planning! Initially she met with the district transportation department to find out what areas are the largest pick-up areas for school buses. After that, mindful of security, as this was their first year for a mobile unit, they narrowed the sites to those which they felt safety would not be an issue and picked three from there. Stephanie contacted the apartment communities and though there were some additional hoops to jump through with the management companies, it all worked out! She advertised with signs and fliers and as well, principals sent calls to the homes of kids in those neighborhoods and communities. There was a bit of initial overhead cost, with the purchase of coolers and some other necessary equipment, but Stephanie says the benefits of reaching so many hungry kids has far outweighed any initial costs or hesitations about conducting a mobile unit.

Great job, MSD of Lawrence Township!

It's not too early to begin thinking about SFSP 2014!

Although many are celebrating another year of service to your community, we in the School and Community Nutrition office are already thinking about next summer! We thank you so much for all you do to feed hungry children in your local area!

Looking forward to 2014 please be mindful of the following:

- Start dates for sites cannot be changed after the date has occurred. Please double check that the date that has been in put to CNPweb is correct. We have had many sponsors change the date to an earlier date in the month when preparing to file that month's claim. Because we do not have the ability to go back in time and see that you were in fact serving those additional days, we ask that you make sure your start and end dates are correct at the time they are put into the system. Retro-actively changing them will not be allowed in the future.
- The person listed as the site supervisor is to be someone who is operating the site each day. The site monitor or sponsor representative cannot be used for multiple sites. We need a name that if our field staff make a site visit and ask for the person listed on the site sheet, that person will be there. We often get "They were here last week." That is not the correct person to list as the site supervisor. Please list the person who is in charge of the daily operation of the site. If this person changes throughout the summer, we ask that you update the information in CNPweb.
- Remember to report field trips! It is essential for our field consultants to know when you will and will not be on site for a scheduled meal. These also cannot be retro-actively added. Please update CNPweb as needed to reflect correct dates and times for field trips. We ask that you update the date at least 2 business days prior to the change. Please also use the field trip section on the site information sheet; it is located at #74 on the form. If a field consultant goes for a site visit and no one is present and the field trip was not reported, those meals may be disallowed.
- We have seen an influx of meals being carried and consumed off site and adults eating off of children's plates. Please remember that all meals must be consumed on site and adults are not allowed to consume any part of a child's meal. It is the responsibility of the site supervisor and sponsor to enforce these rules. If you are unable or unwilling to enforce the regulations as set by the USDA, we suggest you search for alternate funding for summer feedings.

Site Rules

Attached you will find the lists of Site rules in both English and Spanish. We are happy to provide these to our sponsors! Please take a careful look at each rule before posting the documents since some rules may not be applicable to all sponsors (most sponsors don't allow any meal component to be taken off site, etc). Also, remember that if you revise/delete anything on the English version of the rules, the applicable portion of the text in Spanish should be modified as well.

Comidas Gratis para Niños Durante el Verano!

Recordatorios para que Todos Pueden Disfrutar de las Comidas



- Solo menores de 18 años de edad pueden recibir el servicio de comidas gratis. 7 CFR 225.2
- Las comidas solo estarán disponibles durante las horas de servicio publicadas. 7 CFR 225.16(3)(4))
- Las comidas deben ser consumidas en el área de servicio. Solo una fruta o vegetal puede ser tomado/a fuera del área de servicio. 7 CFR 225.6(e)(15)
- La sustitución de las comidas debido a alergias o discapacidades serán consideradas solo con documento médico emitido por institución o autoridad de salud la cual incluya los alimentos u opciones alternas. 7 CFR 225.16(3)(4))
- Individuos de 19 años o mayores no pueden compartir comidas asignadas a niños que califican. 7 CFR 225.2
- Si los participantes se encuentran en una mesa compartida, solo niños de edades 1-18 años de edad pueden consumir los productos que no son permitido fuera del área de servicio. 7 CFR 225. 15(b)
- En caso de que existan inclemencias del clima/tiempo o aviso de tormenta el servicio de comidas puede ser cancelado. 7 CFR 225.6(c) 2)(D)
- Por favor colocar la basura en los lugares asignados antes de retirarse del área de servicio.

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Free Summer Meals for Kids!

Reminders to Keep Everyone Enjoying the Meals



- Only children ages 18 and under may be served free meals. 7 CFR 225.2
- Meals are only served during the published serving times. 7 CFR 225.16(3)(4))
- Meals must be consumed at the serving site. Only one fruit or one vegetable item may be taken from site. 7 CFR 225.6(e)(15)
- Meal substitutions due to allergies or disabilities are only considered when supported by a statement from a recognized medical authority that includes the required alternate foods. 7 CFR 225.16(3)(4))
- Individuals 19 and older may not share a child's meal. 7 CFR 225.2
- If a sharing table is provided, only children 1-18 may eat the items which cannot be taken from the site. 7 CFR 225. 15(b)
- In the event of inclement weather or if weather appears threatening meal service may be cancelled. 7 CFR 225.6(c) 2)(D)
- Please properly dispose of all trash before leaving the site.

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